

# **DRAFT – July 18, 2010**

## **Water Plan Public Advisory Committee**

### **GROUP CHARTER**

#### ***Section 1 – Update 2013 Mission, Framework, Intended Outcomes, Importance, and Methodology***

##### **Mission**

The California Water Plan is being revised and expanded through the Update 2013 process by considering input from a variety of Water Plan collaboration processes including a State-agency Steering Committee, Federal Agency Network, Tribal Advisory Committee, public Advisory Committee, Interest-based Caucuses, Regional Forums, Statewide Water Analysis Network, all-stakeholder Plenary Sessions and Resource Management Strategy Workshops. Update 2013 will build on the strategic framework created by *Update 2009*.

##### **Framework**

Update 2013 will build on the initiatives, foundational actions, goals, guiding principles, objectives and strategies articulated in the 2009 Update

As time and resources permit, other enhancements suggested during the scoping process for Update 2013 will be developed regarding:

- Water Management: better integration of water quality, near-coastal, groundwater, and flood planning into water management
- Regional Planning: interface with land use, economic and financial planning, and data from Urban Water Management Plans
- Collaboration: increasing and refining federal and Tribal involvement; identifying opportunities for providing state leadership
- Data and Metrics: improving data management and sharing, evaluation metrics and sustainability indicators, and interdisciplinary analyses
- Adaptive Management: revisiting environmental water concepts, adopting shorter planning horizon(s) and “Living Document” strategies, review of codes and statutes

Based on this foundation, Update 2013 aims to advance stakeholder comprehension and consensus regarding water conditions, issues and trade-offs of alternatives for achieving desired resource management benefits.

##### **Intended Outcomes**

1. Update relevant sections of *Update 2009* and advance implementation recommendations.
2. Produce a long term strategic plan that is defensible as well as consistent with other federal, Tribal, state and regional initiatives and supported by stakeholders

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3. Establish a short term investment and policy guide relevant with action-ready guidance regarding urgent resource management needs and support for local planning processes
4. Ensure Update 2013 data has the continuity and quality to inform policy and investment decisions, track progress and support adaptive planning and management
5. Clearly articulate, including accountability tracking methodologies, roles of responsible parties.

The expected benefits of accomplishing these Update 2013 outcomes include the avoidance or minimization of social, economic and environmental impacts from deficiencies in water supply reliability and/or flood risk. They will also support strategic investment that yields resilient and scalable solutions consistent with resource management vision and objectives. Lastly, they will reduce future uncertainties surrounding water and resource management, conditions and effectiveness of potential solutions.

**Importance**

Update 2009 calls for comprehensive and integrated regional management of California's water resources. Update 2013 will help define, outline and advance State government's leadership and role in the water community. In order to promote the Water Plan framework, recommendations, and strategies, the State seeks to incorporate regional and system-wide, multi-objective water issues, initiatives, and information in Update 2013.

**Methodology**

To achieve success, Update 2013 must be closely aligned with all relevant existing and emerging planning efforts. The following list reflects a number of key existing efforts that the Water Plan process will coordinate with in terms of data, policy and/or stakeholder engagement.

- Future legislation
- Companion State and Federal Plans
- Statewide and Regional Integrated Water Management Planning
- Statewide and Regional Integrated Flood Planning
- Drought Contingency Planning
- Climate Change Adaptation Planning
- Delta Stewardship Council, Delta Plan and Suisun Marsh Plan
- Central Valley Flood Management Planning
- Water General Obligation bonds
- Agricultural and Urban Water Management Plans

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#### ***Section 2 – Public Advisory Committee Charge, Roles and Responsibilities***

##### **Group Charge**

The Water Plan AC, comprised of stakeholder representatives, is an essential feature of the process to guide *Water Plan Updates*. The AC provides a critical venue for publicly vetting policy proposals and discussing the range of considerations and potential implications associated with various water management approaches.

The AC is a consensus-seeking group of a cross-section of diverse Water Plan stakeholders representing both interest- and place-based interests. The diversity of interests represented within the AC membership provides a comprehensive and collaborative forum that supports strategic integration of California's water supply, water use efficiency, water quality, flood planning, and environmental stewardship.

##### **Membership Activities**

AC member responsibilities include:

- Representing diverse interest- and place-based perspectives in order to inform a comprehensive approach for water planning and management in California
- Participating in a consensus-seeking process to discuss, develop and refine policy proposals and recommendations, as well as other content for Update 2013
- Briefing respective organizations and constituencies regularly on updates and topics for Update 2013
- Providing leadership to interest-based caucus meetings (with stakeholders sharing similar interests) and/or regional forums (with stakeholders associated with respective geographic regions) – where AC members would provide updates on the process and proposals and then convey caucus and forum ideas and input back to the full AC.
- Participating in annual all-stakeholder Plenary sessions.

##### **Time Commitment**

AC members commit to a process ~~is~~ scheduled to conclude in December 2013. It is expected that day-long AC meetings will occur on a bi-monthly basis, or more often if needed; with some advance review of meeting materials.

AC members will also participate in caucus meetings expected to be 2 – 4 hours in duration and convened as needed to discuss specific topics related to the Water Plan. While some caucuses may be more active than others, depending on the topic, quarterly caucus sessions are likely.

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Attendance is important to the continuity of the group and AC members should make every attempt to personally attend meetings. Alternates and substitutes may be permitted on a case by case basis in consultation with the Steering Committee Chair, Program Manager and Facilitator. Members who use an alternate for a given meetings agree to properly prepare their alternate who may make decisions on behalf of the members and that the alternate will brief the members on the meeting discussions and outcomes.

### ***Section 3 – Advisory Committee Membership Requirements, Selection and Roster***

#### **Membership Requirements**

- A. Standing: AC members need sufficient authority to represent their organizations and share perspectives and information related to Water Plan activities.
- B. Availability to prepare for and attend AC meetings, Caucus sessions, Regional Forums, and Annual Plenary. As a working group, preparation for various meetings will be essential. AC organizations/members that miss 3 AC meetings within any 12-month period will lose their AC membership and be encouraged to participate in the appropriate caucus or forum.
- C. Collaborative spirit that involves: listening for understanding, establishing and maintaining trust among stakeholders, sharing information to clarify issues and eliminate false assumptions, and promoting innovation and optimum solutions.

#### **Selection Process**

Individual members serve at the pleasure of the Executive Sponsors. California Water Code provides general guidance and minimum requirements regarding composition of the AC. The Update 2013 AC is intended to include stakeholders representing both policy/content interests and geographic regions. The total number of members is expected to be between 30 to 35 individuals. The Executive Sponsors, with input from the State Agency Steering Committee, may add members or fill vacancies on the AC as needs are identified.

In addition to the positions on the AC, many opportunities exist for organizations and individuals to directly participate in Update 2013 through the Interest-based Caucuses and Regional Forums.

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#### **Membership Roster**

AC Members – Organizations and Representatives: (*NOTE – To be completed once AC is finalized*)

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#### ***Section 4 – Project Support Roles and Resources***

Executive Sponsor (Mark Cowin, Dale Hoffman-Floerke) ensures adequate resources and organizational support for the Update 2013 Process.

Steering Committee Chair (Kamyar Guivetchi, DWR) leads the work of the State agency Steering Committee.

Program Manager (Paul Massera) oversees overall efforts of the Update 2013 Project and Work Teams.

Project Manger (Lewis Moeller) oversees specific efforts to produce content for Update 2013.

Project Team comprised of DWR and other agency staff working on the Water Plan Update. It is an interdisciplinary team that draws upon the wide range of scientific, technical, and administrative skills within DWR and partnering State agencies. The role of the team is to bring well considered staff work and recommendations forward to the advisory bodies.

Work Teams consist of topic-specific subject matter experts from DWR and other State agencies, including their regional/district offices, as well as facilitators. The Work Team Leads will convene as a group on a regular basis to plan and manage specific work assignments and/or conduct intense work on single subjects.

Regional Coordinators are liaisons from DWR and other agencies within the various regional outreach areas. The coordinators assist in tracking related efforts as well as local issues.

Facilitation Team provides neutral, third party leadership to the dialogue process as well as meeting management.

Public Website is maintained by DWR and provides information, including calendar and meeting materials as well as draft documents.

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*Section 5 – Amendments, Decision Making, Rules*

**Amendments**

The AC may amend the charter in consultation with the Executive Sponsors.

**Withdrawal**

Any member or the facilitator may withdraw from the Committee at anytime. Those withdrawing will be asked to communicate the reasons for withdrawal. Those leaving are expected to maintain the integrity of the ground rules and the process.

**Decision Making**

The AC will operate as a consensus-seeking body that provides advice to the project sponsors. Proposals receiving substantial consensus will receive the highest possible consideration; however, consensus on a certain proposal does not mandate either its inclusion or exclusion from the Water Plan.

In the event consensus is not reached on any particular topic, the range of perspectives will be recorded and forwarded to the project sponsors for resolution. Final resolution of issues may involve additional interagency consultations.

**Open Process**

Meetings of the AC will be open to the public. Agendas will be sent out in advance of the meetings and posted on the Water Plan public web site. At each meeting, the public will be given an opportunity to comment.

**Dealing with the News Media**

AC members will in no way be constrained from speaking with reporters, but must indicate that they are providing their individual or organizational perspectives and are not speaking for the AC itself. To the extent possible, members should provide advance notice to the AC or facilitators if their organization is planning a major media announcement or event.

**Draft Materials**

Outcomes and deliberations of the AC will include initial draft concepts and documents. These materials ~~are~~ should be characterized as working proposals when members consult with staff, or in other settings, to inform and refine AC discussion.

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#### **Standing Meeting Ground Rules**

- Use Common Conversational Courtesy: Don't interrupt; use appropriate language, no third party discussions, etc.
- Humor Is Welcome and Important: **but** humor should never be at someone else's expense.
- All Ideas and Points Have Value: You may hear something you do not agree with. Please remember that the purpose of the forum is to share ideas. All ideas have value in this setting. You are not required to defend or promote your perspective, but you are asked to share it. If you believe another approach is better, offer it as a constructive alternative. Be cautious of ascribing motives to others.
- Electronics Courtesy: Most of the participants have demanding responsibilities outside of the meeting room. We ask for your attention during the full meeting. Please turn cell phones, or any other communication item with an on/off switch to “silent.” If you do not believe you will be able to participate fully during a meeting, please discuss your situation with one of the facilitators.
- Be Comfortable: Please help yourself to refreshments or take personal breaks. If you have other needs please let a facilitator know.
- Spelling Doesn't Count: Research indicates that writing on a vertical surface (like blackboards or flipcharts) actually increases the number of spelling errors.
- Honor Time: With ambitious agendas, in order to meet our goals it will be important to follow the time guidelines given by the facilitator.

#### ***Section 6 – Other Update 2013 Collaboration Venues and Roles***

- A. State Agency Steering Committee (SC) is comprised of representatives from 21 state agencies, boards, departments and commissions with a statutory and/or policy nexus to the CWP. The SC contributes to more strategic integration of water supply, water use efficiency, water quality, flood planning, and environmental stewardship, as well as respective agency missions and goals.
- B. Federal Agency Network will consist of representatives from federal agencies with responsibilities that significantly interface with water management and planning in California. Members will inform discussions on pertinent issues and policies.
- C. Tribal Advisory Committee (TAC) will be convened based on input from California Native Americans to dialog and bring forward topics and recommendations for addressing Tribal water issues and coordination with regional and statewide water planning processes.

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- D. Interest-based Caucuses (Caucuses) will support the Update 2013 process by working with the AC to identify and frame ideas and review content regarding specific topics. Meetings will be conducted approximately four times a year to consider items of specific interest to the group and allow members to learn more about the collective perspective of like-minded organizations or constituencies. Meetings will include an in-person and conference call format and will receive staff and facilitation support.
- E. Place-based Regional Forums (Forums) will support the Update 2013 process by working with the AC to identify issues and develop and review content regarding local and regional conditions and efforts. The Forums will also work with Regional Office staff from DWR and other State agencies to help develop and refine material for the Regional Reports. Meetings will be conducted approximately four times a year to discuss regional aspects of Update 2013 group and allow members to learn more about the perspectives of other local organizations or constituencies. Smaller working groups will meet as needed to help generate content for the Regional Reports, which will be discussed by the respective Forums. Meetings will include an in-person and conference call format and will receive staff and facilitation support.
- F. Statewide Water Analysis Network (SWAN) will review and recommend analytical tools, data, and information exchange methods needed to evaluate future scenarios, current water uses and supplies, climate change impacts and responses, energy-water relationships, environmental water concepts and needs, future supplies and demands, and statewide water data needs and assumptions.
- G. Resource Management Strategy (RMS) Workshops will continue to use the format and approach used for Updates 2005 and 2009 to update the RMSs.
- H. Annual Plenary Sessions will continue to be conducted on a yearly basis to review and comment on refined proposals from all formal Water Plan stakeholders
- I. Public Comment Workshops will be conducted throughout the state in early 2013 to share information and receive input on the Public Review Draft.
- J. Alumni are members of the Water Plan 2005 and 2009 Advisory Committees. They may receive occasional briefings and some focused outreach, as appropriate, in support of developing Update 2013.
- K. Public Outreach will be achieved by using a variety of communication means and involving all those participating in the Water Plan process. Information will be made available on the Water Plan Web Portal, at publicly noticed meetings and workshops, and through e-mail announcements as described in the communication and engagement plan.



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***Section 7 – Project Time-Frame***

**General Timelines**

The Water Code requires completing Final Water Plan Updates every five years in years ending in three (3) and eight (8), with the next Water Plan Update due in 2013. A legislatively mandated Assumptions and Estimates (A&E) Report is required one year prior to the release of the Public Review Draft. In the Update 2013 cycle, the A&E Report is due in 2012.

**Key Milestones and Timelines**

<b>Major High-Level Update 2013 Content Milestones</b>	<b>Tentative Date (EOM)</b>
Finalize Update 2013 Steering Committee Charter	June 2010
Complete Project Management Plan	Sept. 2010
Revise Project Management Plan per new administration	Feb 2011
Release Draft Assumptions and Estimates Report	April 2012
Publish CA Water Management Progress Report	Jan. 2013
Release Public Review Draft	April 2013
Complete water portfolios through water year 2010	Aug. 2013
Finalize Resource Management Strategies reports	Aug. 2013
Complete Regional Reports	Aug. 2013
Route Administrative Draft for Executive Review	Oct. 2013
Release of Final Water Plan Update 2013 on internet	Dec 2013
Distribute printed copies of Update 2013	Mar. 2014

**Meeting Schedule**

*See calendar insert*

**Web page**

<http://www.waterplan.water.ca.gov/ac/index.cfm>